

# **FY 2006 REQUEST FOR PROPOSAL**

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## **CARL D. PERKINS COLLEGE TECH PREP EDUCATION**

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**Duration of Program:** July 1, 2005 through June 30, 2006

**Available Funding:** Approximately \$1,196,451

**Eligible Applicants:**

Each of the nine Applied Technology Regional Planning Regions, having formed a consortium, consisting of school districts and postsecondary institutions to develop and operate a College Tech Prep education program, is an eligible applicant. An award will be granted to each regional consortium based upon submission of an application that meets the criteria outlined in this Request for Proposal. The region consortium may determine the fiscal agent for the project.

**Year 6 Update:**

Use the attached application forms, #1 - #4, to provide the following information:

1. College Tech Prep Application and Signatures
2. College Tech Prep FY 2005-06 Consortium Application
3. College Tech Prep Budget
4. Regional College Tech Prep Program Directory

Addendum A. Examples of College Tech Prep Goals

Addendum B. Regional Articulation Agreement and Curriculum Maps for each program must be kept on file at institution, subject to review. Curriculum maps must include total college classes and credits needed, and also the total secondary articulated classes and credits. (All curriculum maps should have been upgraded FY 04).

Note: The deadline for the Year End Performance Report (which is this RFP with the final columns filled out) will be due no later than May 20<sup>th</sup>, 2005, when your new RFP will be due.

**Due Date:**

**All applications resulting from this Request for Proposal must be received in our office by 4 p.m. on Friday, May 20, 2005 to:**

Mr. Dale M. Stephens, College Tech Prep Specialist  
Utah State Office of Education - CTE  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200

**Program Reporting:**

**Delays in applications or program reporting will impact the flow of funds.**

## #1. College Tech Prep Application and Signatures

APPLICANT/ELIGIBLE RECIPIENT

DATE

FISCAL YEAR

PROJECT TITLE

FEDERAL FUNDS REQUESTED

ADDRESS

REGION

### ☒ College Tech Prep Programs

List each program that is included in your region's College Tech Prep Plan. Keep updated articulation agreements and curriculum maps on file for review. Place a check in all boxes that apply. Please note that the Year End Performance Report portion does not need to be filled out and turned in until May at the end of the year.

Programs	Ongoing Program	New Program	Articulation Agreement	# of Articulated Credits	Money budgeted this program	May Report

Proposed program has been approved by the Regional Master Plan

☐ Yes

☐ No

Proposed program has been reviewed by the local business and industry

☐ Yes

☐ No

### PROJECT WILL COMPLY WITH ASSURANCES:

#### Signatures:

Project Director (if Applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Career and Technical Director: \_\_\_\_\_ Date: \_\_\_\_\_

## **Examples of College Tech Prep Goals**

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**Examples of College Tech Prep goals that relate to core elements/standards. (This can help you fill out your goals on the #2 Consortium Application Matrix)**

1. Integrate academic and applied technical contextual instruction in the College Tech Prep program.
2. More fully utilize work-based learning opportunities.
3. Develop curriculum, using contextual concepts, to build student competence in mathematics, science, reading, writing, communications, economics, and workplace skills.
4. Utilize business and industry committees in curriculum development to reflect current industry standards.
5. Provide in-service for College Tech Prep teachers and counselors.
6. Evaluate College Tech Prep programs to make program improvements.
7. Market College Tech Prep program. Develop pamphlets, brochures, etc.
8. Implement reporting and tracking procedures to follow secondary and postsecondary College Tech Prep students.
9. Develop job placement activities in appropriate employment or further education programs.



## #2. College Tech Prep FY 2005-06 Consortium Application

<b>Goal # _____ Goal Statement:</b> _____ (Prepare a separate sheet for each goal. See Addendum A for examples of goals.)				
<b>Objectives</b> A specific statement of outcome that will achieve or work toward achieving the goal. There may be more than one objective listed here.	<b>Targets &amp; Measures</b> <u>Target:</u> Indicator of the specific level of achievement. It answers the question: "To what degree will we endeavour to meet the goal this year?" <u>Measure:</u> A measure quantifies or qualifies the outcome of a strategy.	<b>Year End Performance Report (Due in May)</b> This is to be filled out toward the end of the year. Indicate what has taken place as it relates to your original goal.	<b>Projected Budget</b> Estimated budget needed to accomplish this goal.	<b>Actual Expenses</b> To be filled out at the end of year. Adjust to show actual expenses.
<b>Strategies</b> Activities the consortium will undertake to accomplish objectives.				
			<b>Total:</b> -----	<b>Total:</b> -----
<b>Core Accountability Elements:</b> The core elements make up the federal law outlined in the Tech-Prep section of the Perkins Act. These are the main elements where regional consortia should be expending resources. Check off each of the following elements that relate to this goal.				
<input type="checkbox"/> Access to Special Populations <input type="checkbox"/> Articulation Agreement <input type="checkbox"/> Counselor Training	<input type="checkbox"/> Curriculum Development <input type="checkbox"/> Curriculum Design <input type="checkbox"/> In-service Teacher Training	<input type="checkbox"/> Preparatory Services <input type="checkbox"/> Work-based Learning <input type="checkbox"/> Other: _____		

**Note:** Use this form for each goal.

### #3 College Tech Prep Budget

This is an embedded excel spreadsheet. Double click to enter budget amounts. When finished working with the spreadsheet, click outside the box to save and print.

OBJECT CODE		EXPENDITURE CLASSIFICATION *	IC ^							
			Rate	Goal # Objective__	Goal # Objective__	Goal # Objective__	Goal # Objective__	Goal # Objective__	Projected Budget	Actual Expenses (Due in May)
A.	(100)	Salaries							\$ -	
B.	(200)	Employee Benefits							\$ -	
C.	(300)	Purchased Prof. & Tech. Svc.							\$ -	
D.	(400)	Purchased Property Svc.							\$ -	
E.	(500)	Other Purchased Svc.							\$ -	
F.	(580)	Travel In-State							\$ -	
F.	(580)	Travel Out-of-State							\$ -	
G.	(600)	Supplies & Materials							\$ -	
H.	(800)	Other (Exclude Audit Costs)							\$ -	
I.		<b>TOTAL DIRECT COSTS</b> (Lines A thru H)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
J.	(800)	Other (Audit Costs)							\$ -	
K.		* Indirect Cost Rate							\$ -	
L.	(700)	Property (includes equipment)							\$ -	
M.		<b>TOTAL(s)</b> (Lines I Thru L)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\* District Chart of Accounts Found in USOE Finance and Statistics' Annual Workshop Binder. See Your Business Administrator

^ Insert district approved restricted indirect cost rate

# 4. Regional College Tech Prep Program Directory

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REGION \_\_\_\_\_ FY \_\_\_\_\_

Directions: Please provide the following information for each official College Tech Prep Program in the Region.

Program Name	Institution	Contact Person	Phone Number

**Addendum B**

**REGIONAL ARTICULATION AGREEMENT  
(STATE STANDARDS)**

**I. REGION:** \_\_\_\_\_ **PROGRAM:** \_\_\_\_\_ **EFFECTIVE DATES:** \_\_\_\_\_ to \_\_\_\_\_.

**II. ASSURANCES**

This agreement is in effect only when all criteria and conditions of the State Standards and Procedures of a College Tech Prep program and College Tech Prep student have been met. Selection criteria must be met for acceptance into each postsecondary program.

- A. A seamless transition from secondary to postsecondary education and training exists.
- B. Students will be accepted into the postsecondary portion of the program according to application criteria.
- C. Postsecondary institutions accept the transfer of articulated secondary level concurrent +credits awarded to high school students.
- D. Dual and concurrent enrollment and other credit transfer options are well defined between secondary and postsecondary partners.
- E. Compliance with approved Board policies.

**III. PARTIES TO THIS AGREEMENT**

A minimum of two signatures must be in place (one secondary and one postsecondary).

*Institutional Information*

Institution Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

*Representative For Secondary Education*

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

*Representative For Postsecondary Education*

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

**IV. OUTCOME**

*Secondary*

College Tech Prep students have career goals designated on SEOP, are fulfilling College Tech Prep requirements, are earning concurrent college credit while in high school, will achieve a State competency certificate, and are completing high school graduation requirements.

*Postsecondary*

College Tech Prep students pursuing the above program will earn an A.S. transfer degree.

**V. CURRICULUM MAP (see example on back)**

List all articulated courses and/or training components and align them to at least a 2+2 outcome.

- A. Name of district and college.
- B. List specific classes to be taken in each grade in high school (star \* the concurrent classes).
- C. List the classes in colleges. Include general requirements as well as specific course requirements.
- D. Codes: \* Articulated Classes (C) Concurrent enrollment (D) Distance Learning



## COLLEGE TECH PREP ARTICULATION CURRICULUM MAP

*College*College: Utah Valley State CollegeAssoc. Degree: Accounting

Associate of Applied Science Degree (minimum of 64 hours required)

**General Education Requirements** **Credits**

MGMT 1200	Business English	3
MGMT 2200	Written Business Communication	
MAT 0950	Math	3
ACC 1150	Fundamentals of Business Math	3
HUM 1010	Intro to Humanities	3
HIST 1700 or MGMT 1010	American Civilizations Business Principals	3
BIOL 1010	General Biology	3
HLTH 1100	Personal Health and Wellness	2
<b>TOTAL General Ed Credits Required</b>		<b>20</b>

**Major Course Requirements** **Credits**

ACC 2010	Financial Accounting	3
ACC 2020	Managerial Accounting	3
ACC 2100	Payroll Accounting	3
ACC 2610	Accounting Systems Applications	3
ACC 3010	Intermediate Accounting I	3
ACC 3020	Intermediate Accounting II	3
ACC 3400	Individual Income Tax	3
BUS 1080	10-key Data Entry	0.5
ISYS 1050	Basic Computer Applications	3
ISYS 2360	Business Spreadsheets Applications	3
MGMT 1010	Introduction to Business	3
MGMT 2250	Job Application and Advancement Skills	1
MGMT 295R or MGMT 4950	Executive Lecture Series	0.5
See Course Listing for Elective Selection		16
<b>TOTAL Major Course Credits Required</b>		<b>48</b>

**Total Credits Required** **68**

NOTE: This is a Regional Articulation Agreement Plan. Individual high schools may only be able to offer a portion of the specific classes needed.

*High School***Names of Districts:**Alpine, Nebo, South Summit, North Summit, Park City, Wasatch and Provo School Districts**High School Articulated/Concurrent Classes****11<sup>th</sup> or 12<sup>th</sup> Grade Suggested Classes** **Credits**

* (C) MGMT 1200	Business English	3
* (D) MAT 0950	Math	3
* (C,D) ACC 1150	Fundamentals of Business Math	3
* (C,D) HUM 1010	Intro to Humanities	3
* (C,D) HIST 1700 or * (C,D) MGMT 1010	American Civilizations Business Principals	3
* (C,D) BIOL 1010	General Biology	3
* (D) HLTH 1100	Personal Health and Wellness	2
<b>TOTAL Gen Ed Course Credits Saved</b>		<b>20</b>

**Major Course Requirements** **Credits**

* (D) ACC 2010	Financial Accounting	3
* (D) ACC 2020	Managerial Accounting	3
* (D) ACC 2610	Accounting Systems Applications	3
* (C) ISYS 1080	10-key Data Entry	0.5
* (D) ISYS 1050	Basic Computer Applications	3
* (C) MGMT 1010	Introduction to Business	3
* (C) MGMT 2250	Application and Advancement Skills	1
* (C) ACC 1750	Applied Accounting	3
<b>TOTAL Major Course Credits Saved</b>		<b>19.5</b>

**Total Credits Saved** **39.5**

\* = *Articulated Classes*  
 (C)=*Concurrent enrollment classes*  
 (D)=*Distance Learning available*